

79-1017/3

United States of America  
**Office of  
Personnel Management**

Office of Intergovernmental  
Personnel Programs  
P.O. Box 14184  
Washington, D.C. 20044

In Reply Refer To:

AUG 30 1979

Your Reference:

Mr. Donald Wortman  
Deputy Director for Administration  
Central Intelligence Agency  
Washington, D.C. 20505

Dear Mr. Wortman:

We have just completed an orientation for the 1979 Presidential Management Interns.

By all indications, this was a particularly successful activity and is reflective of the increasingly high quality career development component of the Program. We hope to have a report on this past year's career development activities available for you in early September.

We would again like to have you complete the enclosed agency agreement for the 1979 Interns and to provide us with the requested budget information. The fully executed copy of the enclosure should be returned, no later than Tuesday, September 11, to:

Andrew W. Boesel, Chief  
Presidential Management Intern Program Division  
Office of Intergovernmental Personnel Programs  
Office of Personnel Management  
P.O. Box 14184  
Washington, D.C. 20044

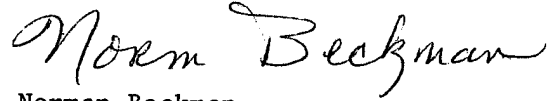
The total anticipated cost of the career development program is \$2,400 which will be charged to the agency as costs are incurred over the two-year internship. We anticipate that \$300 of those costs for the new Interns will be incurred in FY 1979 and we recommend that you obligate those funds at this time. The maximum FY 1979 costs for Interns selected last year will be \$1,404 and you should also obligate funds for them, if you have not already done so. A bill for the actual costs incurred in training both groups of Interns will be sent out early in FY 1980. With that bill, we will give you an estimate of the costs to be incurred in FY 1980.

Mr. Jim Nagle of my staff will be pleased to assist you with any questions you may have. Jim can be reached on 632-6892.

Please indicate on the enclosed sheet any changes in the number or accounting code for Interns hired in 1978.

Thank you for your continued support and cooperation.

Sincerely yours,

A handwritten signature in cursive script that reads "Norm Beckman". The letters are fluid and connected, with a prominent "N" and "B".

Norman Beckman  
Assistant Director for  
Intergovernmental Personnel Programs

Enclosure